



## TIPS FOR SUCCESSFULLY SHARING SPACE IN SCHOOLS FOR CHILDCARE PROGRAMS

### Communication

Although the school principal is not responsible for the quality of a childcare program or for regulating the program, the principal's support and input is critical to offering a program that complements the school's educational program. At the beginning of the school year, and at least quarterly, childcare staff are encouraged to meet with the principal or their designee to share information and activities as well as address any concerns.

Outreach is vital to a successful before and after school childcare program. Ask to be included in back-to-school night, kindergarten orientation and other important school events. It may also be advantageous to have a column in the PTA Newsletter.

Be sure to conduct a parent survey to ensure that your program is meeting the academic and enrichment needs of the children as well as the expectations of the parents. As requested, share the results with the principal.

### Cleaning

Meet with the principal and building services manager at the beginning of the school year to establish cleaning standards and responsibilities. The respective responsibilities are generally as follows:

<i>School Staff:</i>	<i>Childcare Staff:</i>
<ul style="list-style-type: none"><li>• Set up and take down cafeteria tables</li><li>• Sweep or wet mop APR floor</li><li>• Spot clean floors and walls, as needed</li><li>• Wash and disinfect floors daily</li><li>• Vacuum carpets and dump trash cans daily</li><li>• Clean and disinfect sinks and toilets daily</li><li>• Ensure that all bathroom supplies are filled daily</li></ul>	<ul style="list-style-type: none"><li>• Move tables within the room only after being properly trained by building services staff</li><li>• Clean tables and other surfaces used</li><li>• Provide paper towels for projects</li><li>• Place all trash in receptacles</li><li>• Mop emergency spills from floors and surfaces</li><li>• Close windows and adjust blinds in a uniform manner</li><li>• Pickup any project litter from floor</li></ul>

### Equipment and Supplies

<i>School staff will provide:</i>	<i>Childcare staff will provide:</i>
<ul style="list-style-type: none"><li>• Training for childcare staff on the use of shared equipment, e.g., tables, etc.</li><li>• Mops and brooms for cleaning emergency spills</li><li>• Trash can liners, restroom supplies i.e. paper towels, toilet paper and liquid soap</li></ul>	<ul style="list-style-type: none"><li>• Bleach/cleaning chemicals required by MSDE Child Care Licensing regulations</li><li>• Supervision and safety precautions to ensure children do not play on or try to help with moving equipment</li><li>• Portable soap/paper towel kit for emergency use by children</li></ul>

## **Inclement Weather/Emergency Closures**

- When schools and MCPS administrative offices are closed, all school and community activities (including childcare) are cancelled.
- When schools are closed for students but administrative offices are open, childcare providers may open according to their inclement weather plan.
- When schools are closed and MCPS administrative offices have a two hour delayed opening, all childcare programs will open at 10:30 a.m.
- When schools are closed and MCPS administrative offices close before the end of the workday, childcare programs will operate under on their emergency closure procedures.
- When schools and MCPS administrative offices have a two hour delayed opening, **all providers** (Montgomery County Health and Human Services school site locations and MCPS joint occupancy childcare programs included) may enter the building at **9:00 a.m.** and but no earlier.

## **Suggested Practices**

- Establish an inclement weather policy and emergency plan for each school site and share it with the principal and building services manager.
- Establish a designated snow emergency entrance to the school with building services staff so that plans for snow removal services include this area first.
- Inform building services staff of the childcare program schedule on days when schools are closed but childcare is open. This will ensure that the building is open. Building services staff may not move the childcare program from their primary licensed space (APR) for cleaning purposes during winter and spring breaks without prior notice to CUPF and the site director. The site director must inform CUPF. **Childcare programs should not use unlicensed rooms or rooms which have not been paid for on your permit.**
- Communicate the snow emergency plan to parents and school staff via handbooks and flyers. Be sure to develop a mechanism for informing parents about emergency closings.
- Inform CUPF of any deviations from the inclement weather plan on the day of the closing. If you encounter a problem at the school (e.g., lockout or no heat), call and report the problem immediately to CUPF on the emergency message line at **240-490-2873** after normal business hours. Notification must be received no later than the next business day in order to receive a facility fee credit. All snow closings and emergency announcements will be recorded on **240-777-2710**.